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TO: All DWD Staff and non-DWD Staff with Access
to Agency's Systems

FROM: Alan D. Degner, Commissioner

DATE: October 10, 2003

SUBJECT: DWD Policy 2003-11
Limited Use of State Resources

PURPOSE: To publish new guidelines for the Limited Use of State Resources.

RESCISSION: NA

CONTENT: This policy establishes guidelines which permit very limited use of state resources and time by state officers, employees and other users of DWD's systems. A signature indicates that an individual understands and agrees to the terms of this policy. A copy of the signed policy will be placed in the DWD's employee personnel file, State Personnel file or other security files, as appropriate.

The Department of Workforce Development recognizes that state officers, employees and users of our system are responsible individuals who are the key to making government work for its citizens. It further recognizes that state officers, employees and users occasionally need to use state resources for emergencies and other personal activities that cannot reasonably be handled away from work. These situations might include communicating with schools, child-care providers, physicians, and others. The Department of Workforce Development believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. State officers, employees and users should not be considered to have violated ethics rules by such *de minimus* personal use of state resources.

Parameters:

The parameters of permissible use under this policy are as follows:

1. The use must not interfere with the performance of public duties.
2. The use must be infrequent, of short duration and, when practical, on the employee's own time.
3. The use must not be for the purpose of conducting business related to an outside commercial activity.

4. This policy does not replace or lessen other restrictions including rules that prohibit political activity in the work place.

EFFECTIVE DATE: Immediately

REVIEW DATE: October 10, 2005

OWNERSHIP: DWD Human Resources

ACTION: This policy applies to state officers, employees and other users of DWD's systems. Previously, the Department of Workforce Development considered itself to be covered by the model policy adopted by the State Ethics Commission on August 12, 1999. The Department of Workforce Development is adopting its own policy to clarify any ambiguity as to the application of the policy to its employees.

State officers, employees and users should not be considered to have violated ethics rules by such de minimus personal use of state resources **provided the personal use does not violate any existing DWD Policy which expressly limits or prohibits the activity.**

REFERENCES: 40 IAC 2-19(f) and (g)

User's Name: _____
(Print name)

User's Signature: _____

Date Signed: _____

Check one: DWD Staff ☐

Other ☐